Business Continuity/Disaster Recovery Shared Services Group
May 3, 2006 Meeting Notes

Agenda
1. Review progress of revised draft of NITC disaster recovery standard
2. Review progress in development of a common inventory of contents for a disaster recovery plan
3. Discuss what the BC/DR Shared Services Group should do next

1. Review progress of revised draft of NITC disaster recovery standard
The revised draft of the NITC disaster recovery standard was submitted to the NITC Technical Panel during the regularly scheduled April 17, 2006 meeting.

In keeping with NITC Technical Panel practices, the revised draft has been made available for public comment for 30 days.

During the next regularly scheduled NITC Technical Panel meeting on June 13, the Panel will address any public comments - the 30-day public comment period will have expired by June 13.

If public comments are minimal, the Technical Panel will advance the revised draft to the NITC. The NITC will meet in early August. During the August meeting, it will be the option of the NITC to adopt the revised draft as the new standard.

The revised draft of the disaster recovery standard can be found on the NITC, State Government Council, Shared Services Business Continuity / Disaster Recovery – Documents website
http://www.nitc.state.ne.us/sgc/workgroups/sharedservices/index.html

2. Review progress in development of a common inventory of contents for a disaster recovery plan
The **AGENCY DISASTER RECOVERY PLAN STANDARD CONTENTS RECOMMENDED PRACTICES** document was discussed in some detail. Some discussion focused on whether there is a need to include recovery methodology and assumption/dependency text.

Jon Ogden volunteered to develop the next draft to includ new components for methodology and assumption/dependency text.

By consensus, the group agreed to place the next draft on the NITC, State Government Council, Shared Services Business Continuity / Disaster Recovery – Documents website
http://www.nitc.state.ne.us/sgc/workgroups/sharedservices/index.html

The sub-group working on this document will continue its development in sub-group meetings and/or via email within the sub-group.

It was also agreed that an attempt would be made to have the first iteration of the document ready for submission to the NITC Technical Panel at the next Technical Panel meeting on June 13, 2006. It will be submitted as the reference document identified in the revised draft of the NITC disaster recovery standard.

3. Discuss what the BC/DR Shared Services Group should do next
The BC/DR Shared Services group decided to, by agency, start development of individual agency disaster recovery plans based on the **AGENCY DISASTER RECOVERY PLAN STANDARD CONTENTS RECOMMENDED PRACTICES** document.

The Group decided to cancel the meeting scheduled for May 24, 2006. The June 14, 2006 Group meeting will be held only if Group members collectively believe the meeting time could effectively be used to review and discuss experiences developing individual agency disaster recovery plans.